

**BY ORDER OF THE COMMANDER
30TH SPACE WING**



30TH SPACE WING INSTRUCTION 90-902

2 MARCH 2006

Command Policy

**GOVERNMENT-OWNED VEHICLE
OPERATOR'S RISK ASSESSMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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The OPR for this instruction is 30 SW/SEF (Major Jason Z. Wppard). This instruction implements AFPD 90-9, *Operational Risk Management* dated 1 April 2000, and AFI 90-901, *Operational Risk Management*, dated 1 April 2000. This instruction applies to all 30th Space Wing (30 SW) assigned personnel who operate Government-Owned Vehicles (GOVs). Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and AFRIMS Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/rds/index.cfm>.

1. Purpose, scope and definition:

1.1. Purpose: Applied specifically to operation of GOVs, use of ORM procedures and techniques may reduce the hazards and risks associated with operating a GOV, thereby reducing mishap rates and conserving limited resources. It cannot be emphasized enough that the intent of this form is to aid vehicle operator's leadership in considering the risks inherent with vehicle operation, and take steps to reduce operational risk. As with all other ORM programs, this program requires the active involvement of individual unit commanders and section supervisors to be effective. **Note that focusing entirely on the compliance aspect of this card undermines its effectiveness as a tool for mishap prevention.**

1.2. Scope: This instruction applies to all 30th Space Wing assigned personnel, whether military, civilian, or contractor, who utilize 30th Space Wing-owned vehicles.

1.3. Definitions:

1.3.1. **Main Base.** Base property south of San Antonio Creek and north of the Santa Ynez River. Includes the main cantonment area, East Housing, the airfield, and the firing range.

1.3.2. **North Base.** This area is defined as all base property north of San Antonio Creek.

1.3.3. **Off Base :** Off Vandenberg AFB property.

1.3.4. **ORM.** ORM is a logic-based, common-sense approach to making calculated decisions on human, material, and environmental factors before, during, and after mission activities.

1.3.5. **Special Purpose Vehicle :** All non-standard vehicles. Includes ATVs, cranes, street sweepers, fuel lorries, etc.

1.3.6. **South Base.** This area is defined as all base property south of the Santa Ynez River.

2. Instructions for utilizing the 30 SW Driver Risk Assessment Card ([Attachment 1](#)).

2.1. General: The 30 SW Driver Risk Assessment Card is required for the following operations:

2.1.1. All operations on North Base, regardless of vehicle type.

2.1.2. All operations on South Base, regardless of vehicle type.

2.1.3. All operations of special-purpose vehicles, regardless of operating location.

2.1.4. All operations which take the vehicle off Vandenberg AFB property.

2.1.5. Members of the following units: 30 SFS, 30 LRS, 30 CES, and 30 SCS are required to use this card when operating squadron-assigned vehicles when performing their primary duty, regardless of operating location.

NOTE: Emergency response crews are explicitly exempted from the requirements of this instruction when dispatched for a bona fide emergency and for as long as they operate in due regard for the hazards that may be present. So as to minimize incidents of emergency vehicles dispatching without first accomplishing an ORM analysis, unit commanders shall institute procedures that ensure compliance with this instruction by performing these ORM analyses prior to shift start. Routine, non-emergent use of emergency response vehicles must comply with this instruction.

2.1.6. Other areas and vehicle types as determined by the individual unit commander.

2.2. Possession. If required to use an ORM card, vehicle operators are to have the ORM card in the vehicle at all times while operating a GOV. This permits re-evaluating the total mission risk indicated on the sheet when environmental or other conditions change. If unit Vehicle Control Officers so desire, 30 SW Driver Risk Assessment Cards may be affixed to the vehicle keys or AF Form 1800, **Operator's Inspection Guide and Trouble Report**, as long as the requirement for review and mitigation for elevated-risk operations is met.

2.3. Re-use and lamination. Drivers are encouraged to laminate cards for multiple uses. Drivers must ensure that the card is updated to reflect the current conditions and operating environment.

2.4. Risk Mitigation. If conditions are such that a value in a shaded area on the form is selected, then the operator must consider, and the appropriate approval authority must review, steps to mitigate the risk. If mitigation is required, this review must occur regardless of the overall mission risk value. Examples of mitigation could include assigning an extra driver to the vehicle to better counteract fatigue and enhance decision-making, altering the destination or roads traveled, etc. The authorizing official, not lower than the next higher-level supervisor, shall review the mitigation steps, if any, that are to be taken in order to attenuate the mission risk. Although a face-to-face mitigation discussion is preferable, mitigation may be accomplished telephonically.

2.5. Approving official.

2.5.1. If total mission risk value is 15 or less, then the operator is the approval authority and no other action is required. If a shaded area is selected, then refer to paragraph [2.5.2.](#)

2.5.2. If total mission risk is 16 through 22, then the next-level supervisor reviews the mission risk and is the approval authority.

2.5.3. If total mission risk is 23 to 29, then the flight commander or shop chief reviews the mission risk and is the approval authority.

2.5.4. If total mission risk is 30 or greater, the unit Commander or Director of Operations (or equivalent) must review the mission risk.

2.6. Using the 30 SW Driver Risk Assessment Card:

2.6.1. VAFB Driving Experience / Operator Age: Self-explanatory.

2.6.2. Fatigue / Time of Day: Operator selects fatigue level based on how they feel, and cross-references their fatigue level with the latest time of day that they will be operating the vehicle. Note that operating a vehicle, late at night, during or near the circadian trough (0300 – 0600), is a shaded block.

2.6.3. Road Factor Conditions: For each one of the Road Factors (Winds, Visibility, Water/Rain, Mud), assess the conditions. The resultant number to add to the overall risk score is the highest Condition that is met. Thus, for calm winds on a dry, paved road, and with visibility at $\frac{1}{4}$ mile due to fog, the Road Factor would be the worst of the Conditions (Winds: Calm, Visibility: $\frac{1}{4}$ mile, Water/Rain: Dry, Mud: None), or Yellow.

2.6.4. Vehicle type: Self-explanatory.

2.6.5. Road type: Self-explanatory.

2.6.6. Duty Day: Self-explanatory.

2.6.7. Travel location: Self-explanatory.

2.6.8. Total risk factor: To find total risk factor, add up all of the numbers circled in each block. Values from 3 – 15 are considered “Low Risk” and the approval authority is the operator of the vehicle. Values from 16-22 are considered “Low Caution” and the approval authority is the next-level supervisor or foreman. Values from 23 – 29 are considered “High Caution” and the approval authority is the Flight Commander or Shop Chief. Values of 30 and higher require unit commander’s approval before departure.

3. Adopted IMT/Form:

3.1. AF Form 1800, **Operator's Inspection Guide and Trouble Report.**

JACK WEINSTEIN, Colonel, USAF
Commander

Attachment 1**30 SW DRIVER RISK ASSESSMENT CARD****Table A1.1.**

30 SW DRIVER RISK ASSESSMENT CARD IF SHADED BLOCK IS SELECTED, MITIGATE RISK WITH FLT/CC OR SHOP CHIEF					
VAFB Driving Exp / Age	18 - 21	22 - 25	26 - 29	30 - 35	35+
< 6 months	9	8	7	6	5
6 mos to 1 yr	7	6	5	4	3
1 to < 2 yrs	5	4	3	2	1
2 to < 3 yrs	4	3	2	1	0
3+ yrs	5	4	3	2	1
Fatigue / Time of Day	0700 - 1700	1700 - 2300	2300 -	0700	
Very Tired	10	12	13		
Tired	5	7	8		
Slightly Tired	1	3	4		
Wide Awake	0	2	3		
Road Factor Conditions	Green	Yellow	Red		
Winds (mph)	< 35	35 - 45	>45		
Visibility (mi)	> 1 mi	1/10 to 1	<1/10		
Water / Rain	Dry	< 1/2"	\geq 1/2"		
Mud	None	Some	Heavy		
Road Factor:	+1	+3	+5		
Road Type And Vehicle Type Condition					
Sedan	0	Off-Road	5		
Pickup/Van	1	Washboard Road	3		
SUV/Humvee	3	Gravel/Dirt road	1		
Other	5	Paved Road	0		
Duty Day Travel Location					
Wkd / Holiday / Day Prior To Holiday	5	North Base	6		
		South Base	5		
Friday	4	Off Base	3		
Standby	2	Main Base	0		
Normal	1				
Low Risk	Low Caution	High Caution	High Risk		
3 - 15	16 - 22	23 - 29	30+		
No Action Required	Super/ Foreman	Flt CC / Shop Chief	Unit CC/ DO		
Abbreviated ORM: 1. Assess the Situation 2. Consider the Options 3. Take The Proper Action					
ORM Principles: 1. Accept No Unnecessary Risk 2. Make Risk Decisions At Appropriate Level 3. Accept Risk When Benefits Outweigh Cost					
30 SW Driver Risk Assessment Card. Source: 30 SWI 90-902 Attachment 1					

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